

The Forum on Laboratory Accreditation



Consecutive Meetings
of
NELAC
ELAB
INELA

August 22 – 28, 2004

Charleston Place
Charleston, SC

Hosted by
The U. S. Environmental Protection Agency,
The South Carolina Department of Health and Environmental Control, and
The Institute for National Environmental Laboratory Accreditation



Forum Highlights

NELAC 10

The National Environmental Laboratory Accreditation Conference (NELAC) meeting will occur on Monday and Tuesday, August 23 and 24. This meeting will include meetings of the Standards Review Committee, the Proficiency Testing (PT) Board, and other Administrative and Special NELAC committees in addition to a voting session on Tuesday afternoon. Special topics of interest to be covered include: the program's health based on outreach and accrediting authority renewal process, and the proposed operating principals for NELAC being separated from the NELAC Standards. Materials for the meeting will be made available on the NELAC website www.epa.gov/nerlesd1/land-sci/nelac in late June.

NELAC will host an *Opening Reception* on Monday evening to allow participants to meet informally with the NELAC Board of Directors and Committee Chairs.



Environmental Laboratory Advisory Board

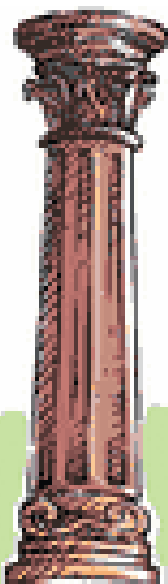
The Environmental Laboratory Advisory Board (ELAB) is a Federal Advisory Committee that reports to the EPA Administrator and is chartered to provide consensus advice to EPA on issues relating to laboratory accreditation and environmental measures. ELAB will have an Open Forum on Tuesday afternoon, August 24, following the NELAC voting session. This Open Forum allows anyone to bring forth issues they believe ELAB should consider.

ELAB

INELA Semiannual Technical Conference

INELA will have its annual meeting Wednesday and Thursday, August 25 and 26. The meeting will include a special session on Wednesday morning where the revision to INELA's plan for developing accreditation standards will be presented. This session will also feature a presentation of the INELA strategic plan. Most of the meeting, however, will be devoted to meetings of the INELA expert and administrative committees. INELA plans to present its final draft laboratory accreditation standard for consideration by the membership and others at the meeting. This document will be available on the INELA website www.inela.org in late July.

The *INELA Exhibition and Reception* will be Wednesday evening. This event will allow participants to informally network with one another and see the latest innovations in measurement technology, proficiency testing, laboratory automation, and related topics.



Training, Seminars and Workshops

Workshop

Workshop for First Time Attendees — On Sunday afternoon, August 22, prior to the start of the NELAC meeting, a workshop designed to provide background information on INELA, NELAC, and ELAB, as well as an overview of the weeks' activities will be presented. This free workshop is especially beneficial to those attending these meetings for the first time.
Free to conference attendees.

Training Course

Implementing the Performance Approach — a two-day training course to assist laboratory assessors in conducting data and operations review for determination of meeting the performance approach requirements defined in the 2003 NELAC Standard. The fundamental concepts include reviewing quality control elements, method validation documentation, initial demonstration, calibration performance and records review. The examples used in the course are practical examples to review the practices for assessing to the NELAC Standards. An exam will be given at the conclusion of the course.
Friday and Saturday, August 27—28. 9 a.m. to 5 p.m. Class size is limited to 30.

* Fee: \$450. INELA Member fee: \$325

Seminars

Documentation and Records Control — a one-day seminar targeting laboratory QA managers and focused on Sections 5.4.3 and 5.4.12 of the 2002 NELAC Standard. This course will provide detailed guidance for laboratory QA managers who are employed by laboratories currently accredited to the NELAC Standard or seeking accreditation. This course is one of a series of courses on implementing a laboratory quality system.

Friday, August 27. 9 a.m. to 5 p.m. Class size limited to 50.

* Fee: \$170. INELA Member fee: \$145

Internal Audits, Management Reviews and Corrective Actions — a one-day seminar targeting laboratory QA managers and focused on Sections 5.4.10, 5.4.13, 5.4.14 and 5.4.15 of the 2002 NELAC Standard. This course will provide detailed guidance for laboratory QA managers who are employed by laboratories currently accredited to the NELAC Standard or seeking accreditation. This course is one of a series of courses on implementing a laboratory quality system.

Saturday, August 28. 9 a.m. to 5 p.m. Class size limited to 50.

* Fee: \$170. INELA Member fee: \$145

**After July 16th, a \$50 late registration fee will be added.*

We would like to thank our sponsors
for their generous support of our meetings.



Forum Preliminary Schedule

Sunday, August 22

2:00—6:00
Registration

3:00—5:00
Workshop for First Time Attendees

Monday, August 23

7:30—5:00
Registration

8:30—10:00
NELAC Open Plenary

10:30—12:00
NELAC Special Committee

1:00—3:00

Concurrent Sessions

- 🌴 PT Board / Caucus
- 🌴 Standards Review Process
- 🌴 Voting Process
- 🌴 Solicitation of Standards

3:30—5:00

Concurrent Sessions

- 🌴 PT Board / Caucus (continued)
- 🌴 Glossary
- 🌴 ASDO

5:30—7:00
NELAC Reception



NELAC Reception

Monday
5:30—7:00



Tuesday, August 24

7:30—5:00
Registration

8:00—9:00

Concurrent Sessions

- 🌴 Nominating
- 🌴 AARB
- 🌴 Membership and Outreach

9:00—10:00
Standards Review Committee

10:30—12:00
NELAC Committee Reports

12:00—1:30
NELAC Luncheon

1:30—4:30
NELAC Voting Session and
Closing Plenary



Tuesday, August 24

*5:00—6:00 p.m. ELAB Open Forum

* NOTE: Or 30 minutes after conclusion
of the NELAC Closing Plenary.

ELAB



Forum Preliminary Schedule

INELA Reception and Exhibition

Wednesday
5:30—7:00



Wednesday, August 25

7:30—5:00
Registration

8:30—12:00
INELA Plenary

1:00—2:30
Concurrent Sessions

- * Quality Systems
- * Public Affairs
- * Small Organizations

3:00—5:00
Concurrent Sessions

- * Public Affairs (Continued)
- * Small Organizations (Continued)
- * Program Policy & Structure

5:30—7:00
INELA Reception and Exhibition



Thursday, August 26

7:30—5:00
Registration

8:30—10:00
Concurrent Sessions

- * Accrediting Authority
- * On-Site Assessment
- * Field Activities

10:30—12:00
Concurrent Sessions

- * Field Activities (Continued)
- * Proficiency Testing
- * Accreditation Process

1:00—2:30
Concurrent Sessions

- * Coordination
- * Transition
- * Glossary

3:00—5:00
Committee Reports



Friday, August 27

7:30—9:00
Registration

9:00—5:00
Training Course (Day 1):
Implementing the
Performance Approach

9:00—5:00
Seminar:
Documentation and
Records Control

Saturday, August 28

7:30—9:00
Registration

9:00—5:00
Training Course (Day 2):
Implementing the
Performance Approach

9:00—5:00
Seminar:
Internal Audits, Management
Reviews and Corrective Actions

Travel Information

Charleston Place

205 Meeting Street
Charleston, SC 29401

\$101 + tax Single or Double
Ask for the Forum, INELA or NELAC rate.
Make hotel reservations **before July 16.**

Group Reservations M—F 8 a.m. to 7 p.m. EST
800-831-3490
Fax 843-724-7215
www.charlestonplace.com

Parking rates: (subject to change)
Valet: \$14 / day + tax
Self parking: \$10 / day + tax

Getting There

From Charleston International Airport:
Take Interstate Highway 26 East for approximately 7 miles to the Meeting Street Exit. Turn right on Meeting Street and continue for approximately 1 mile.
Approximate travel time is 20 minutes.

Taxi from airport approximately \$22

For More Information

Contact INELA
817-598-0458
<http://www.inela.org>
jparr@inela.org

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Charleston Place is in the center of what has been the city's premiere shopping and dining district for more than two hundred years. It is surrounded by narrow cobblestone streets, horse-drawn carriages, charming antique stores, fine restaurants, sophisticated galleries and spectacular antebellum homes.

As Chair of NELAC, I look forward to welcoming you to my home state for the Forum on Laboratory Accreditation. The conference promises to be stimulating, the accommodations are first class, the area is rich in historical significance, the dining is elegant with a LowCountry flair, and the people are friendly.

It will be warm (actually it will be hot) and humid in SC in August. Consequently, conference attire will be business casual. I pledge to set the example. I will not pack a single tie!

I look forward to working and recreating with you all in August at Charleston Place!

*Sincerely,
R. Wayne Davis*

Registration Form

Forum on Laboratory Accreditation Charleston, South Carolina August 22 – 28, 2004

Please copy this form and submit a separate registration for each individual.
Conference materials are also available at www.inela.org and www.epa.gov/nerlesd1/land-sci/nelac.
Check frequently for new information.

Name: _____
As it will appear on your name badge

Title: _____

Organization: _____

Address: _____

City: _____ State: _____

Country: _____ Zip: _____

Telephone: _____

Fax: _____

Email: _____

Special Accommodations

Meal Preference: _____
(i.e., Vegetarian, Kosher, etc.)

Other Accommodations: _____
(i.e., Hearing Devices, etc.)

Forum Registration	Fees*	INELA Member Rate*	Amount
Full Registration**	<input type="checkbox"/> \$295	<input type="checkbox"/> \$275	
INELA Meeting Only	<input type="checkbox"/> \$175	<input type="checkbox"/> \$150	
NELAC Meeting Only	<input type="checkbox"/> \$150	<input type="checkbox"/> \$150	
Late Fee (After July 16)	<input type="checkbox"/> \$ 50	<input type="checkbox"/> \$ 50	
Training			
Implementing the Performance Approach	<input type="checkbox"/> \$450	<input type="checkbox"/> \$325	
Internal Audits, Mgt. Reviews, Corrective Actions	<input type="checkbox"/> \$170	<input type="checkbox"/> \$145	
Documentation and Records Control	<input type="checkbox"/> \$170	<input type="checkbox"/> \$145	
Workshop for Forum First Time Attendees	<input type="checkbox"/> Free	<input type="checkbox"/> Free	
Late Fee (After July 16)	<input type="checkbox"/> \$ 50	<input type="checkbox"/> \$ 50	
INELA Membership or Renewal			
One Year	<input type="checkbox"/> \$ 35	<input type="checkbox"/> \$ 35	
Three Years	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100	
Total Due			\$

Payment Options

- ☐ Purchase Order # _____
☐ Pay at Event
☐ Check: Make payment in U.S. Currency to INELA
☐ Visa ☐ Master Card ☐ American Express

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Name: _____
Print name as it appears on the card

Send Payment & Registration Form to:

INELA
P. O. Box 822
Weatherford, TX 76086
817-598-0458 FAX 817-598-1177

or Register on-line at:

www.inela.org

INELA FEID #: 81-0554715

*If you are not already an INELA Member and wish to join, you may qualify for the INELA Member rate by selecting the INELA Membership option.

** Full registration includes participation in the NELAC, INELA, and ELAB meetings, all Forum printed materials, breaks, receptions, and the NELAC luncheon. Training fees are separate.

Cancellation: If you cannot attend, notification must be received by August 16. You may either send a substitute or receive a refund.

Return Service Requested

Official Business
Penalty for Private Use

Department of Health and Environmental Control
8500 Farrow Road, Building 9
P. O. Box 72
State Park, SC 29147



The Forum

On Laboratory Accreditation



Charleston, SC

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